



## BHP Board Meeting Minutes 02/19/2025


### Board Attendance




- ✓ Craig Lee, Board President
- ✓ Joe D’Avanzo Board, Vice President
- ✓ Phil Dennis, Board Treasurer
- ✓ Sharon Garbarz, Board Secretary
- ✓ Mark Nelson Board, Member at Large
- ✓ Stacey Sherrille, Compass
- ✓ Michael Taig, Compass

**February 19<sup>th</sup> meeting called to order: 9:04 am and closed at 11:34 am.**

**March meeting scheduled for: 3/19/2025, 9am-Noon at Compass Office, 9am (3<sup>rd</sup> Wednesday of the month)**

### Major Agenda Topics:

Major Topic	2/19 Discussion/Updates/Decisions	Action Items
 <b>2024 and 2025 Financials</b>	<ul style="list-style-type: none"> <li>• <b>2024 Financials</b> <ul style="list-style-type: none"> <li>- Board reviewed final 2024 Financial Report shows an overage of \$93K, due to 2025 insurance prepay and required long-term fixes to irrigation. <b>Board approved</b> engagement of CPA to conduct annual review.</li> <li>- AXOS bank statement confirmed \$2900 balance that was previously sent to Homestead. Check was uncashed and remaining balance will be re-sent to the Association to close this account.</li> <li>- Phil is working with DTE on an invoice anomaly on one of the accounts which is much higher than usual.</li> <li>- Remaining Zimmer invoices will be processed.</li> </ul> </li> <li>• <b>2025 Budget</b> <ul style="list-style-type: none"> <li>- Current balances: BOY Operating Budget \$439K and Capital Reserve \$197K.</li> <li>- <b>Board decision</b> to transfer \$85.5K (later revised to \$107.5K per follow-up email) from Operating Bank Account to Reserves Bank Account as a one-time adjustment due to 2023 and 2024 transactions between accounts that were miscategorized (administrative error).</li> <li>- <b>Board Decision:</b> Pursue CD’s for Reserve fundings ongoing to pursue interest revenue.</li> <li>- 2025 Supplement Assessment mailed out to Homeowners in late January. Board discussed a few homeowner concerns which were resolved via individual discussions.</li> <li>- Board will pursue a “Town Hall” meeting to communicate future Assessment requirements (see Capital Plan below)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Phil and Stacey</b> to follow up on DTE bill anomaly in recent bill.</li> <li>• <b>Stacey</b> to engage accountant to review 2024 financials.</li> <li>• <b>Stacey</b> to monitor receipt of AXOS check.</li> <li>• <b>Compass</b> to send formal notice to clear HOA arrears.</li> <li>• <b>Compass</b> to pursue CD options for Reserve savings.</li> <li>• <b>Phil</b> to send out an adjusted 2025 projection for EOY 2025 view (sent 2/19)</li> </ul>
<b>10-Year Capital Plan Update (Roofing/Roads)</b>	<b>Capital Planning Discussion/Action Plan:</b> <ul style="list-style-type: none"> <li>• 2026+ Roofing/Roads - Board to develop an action plan for vendor award, project timing and homeowner communications:</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Stacey/Mike</b> to create a vendor decision matrix by end of February.</li> <li>• <b>Craig/Phil</b> to engage Finance</li> </ul>

Major Topic	2/19 Discussion/Updates/Decisions	Action Items
	<ul style="list-style-type: none"> <li>○ Document current roofing and roads situation, including manufacturer/vendor life cycle expectations and drone reports of roofing remaining life. <ul style="list-style-type: none"> <li>▪ Develop a Vendor Bid decision matrix. Will include differentiators including cost, payment timing impacts, product differences, warranty implications, Compass experience or referrals from other customers, installation process/timing (project length), etc. (Due: End Feb)</li> <li>▪ Engage Finance Subcommittee (Schmehl, Johnson) and Capital Project Committee (Zimmer) for decision input and for support as Board ambassadors in future homeowner communications (Meeting planned for mid March)</li> <li>▪ Update 2022 developed 10 year plan to reflect vendor costs and recommended timings (March/April)</li> <li>▪ Consider insurance and real estate implications to decisions.</li> <li>▪ Pursue homeowner “Town Hall” for May/June to provide early communications and gain homeowner feedback on timing options.</li> </ul> </li> <li>● 2025 planned improvements (see below vendor updates): <ul style="list-style-type: none"> <li>- Pavilion fascia</li> <li>- Arborvitae replacement</li> <li>- Wood siding</li> <li>- Well improvements</li> <li>- Reserves for future roofs</li> </ul> </li> </ul>	<p>and Capital committees for potential March 12<sup>th</sup> financial discussion.</p> <ul style="list-style-type: none"> <li>● <b>Sharon</b> to ask Joe for his historical spreadsheets</li> <li>●</li> </ul>
<p><b>Bylaw &amp; Rule/Regs (R/R) Compliance Management</b></p> 	<ul style="list-style-type: none"> <li>● Updated homeowner binders delivered in January. 8 books being held. Thanks to Compass for their support!</li> <li>● <b>Board Decision</b> to send out an updated directory only on an annual basis due to cost. Changes can be sent via newsletter. Newsletter will encourage homeowners to update their own information online.</li> <li>● Compass will begin ongoing compliance reviews.</li> <li>● Newsletter will remind homeowners of the need to comply, , highlighting most frequent violations and providing direction to contact Compass with identified issues.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Compass</b> to send out homeowner changes to Sharon as applicable to include in the Newsletter.</li> <li>● <b>Sharon</b> to encourage homeowners to update Compass records as needed (newsletter)</li> <li>● <b>Sharon</b> to provide regular highlights on R&amp;R's.</li> </ul>
<p><b>Compass Status</b></p> 	<ul style="list-style-type: none"> <li>● The Corporate Transparency Act is delayed until March 2026.</li> <li>● No plans to attend Michigan Homeowners' Energy Policy Act</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Stacey</b> to provide output of Energy Policy conference.</li> </ul>
<p><b>General Operating Maintenance</b></p>	<ul style="list-style-type: none"> <li>● See vendor updates below.</li> </ul>	
<p><b>Communications</b></p>	<ul style="list-style-type: none"> <li>● Provide teaser of future Town Hall on roofs and roads.</li> <li>● Remind homeowners to share Compass contacts with Realtor/Title Company upon condo sale.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Sharon</b> to highlight items in newsletter.</li> </ul>
<p><b>2025 Annual Meeting</b></p>	<ul style="list-style-type: none"> <li>● Conference room booked for September 10<sup>th</sup>, 2025 Annual Board Meeting. Sign in at 6pm and meeting from 6:30-8:30.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Sharon</b> to highlight in newsletter.</li> </ul>

**Special Projects /Normal Operations by Vendor:**

Vendor	2/19 Discussion/Updates/Decisions	Action Items
<b>PPM</b>	<ul style="list-style-type: none"> <li>• April: Arborvitae replacement</li> <li>• Landscape bids were posted for Board reference on Compass site.</li> <li>• Snow removal has been going well. Icicle removal planned for this week.</li> <li>• Homeowner concern over boxwood tree moth is already being addressed with spraying and future purchase consideration.</li> <li>• Mike will pursue separate contracts for snow removal for Winter 2025-2026.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Mike</b> will pursue a 2 year snow contract (post April) to be included to run concurrent with landscape contract period.</li> </ul>
<b>J&amp;B (Painting)</b>	<ul style="list-style-type: none"> <li>• April: Spring wood repair planned for buildings 24-34B and 1-9</li> <li>• May: Painting of buildings planned for buildings 24-32B.</li> <li>• Timing for painting mail fronts is TBD, this summer.</li> </ul>	
<b>2025 Holiday Lighting Contract</b>	<ul style="list-style-type: none"> <li>• Contract in place (Closed)</li> </ul>	
<b>Emergency water meter access/water shutoff</b>	<ul style="list-style-type: none"> <li>• Update to come later in February.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Mike and Stacey</b> to provide update via email.</li> </ul>
<b>Generator</b>	<ul style="list-style-type: none"> <li>• Update to come later in February.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Mike and Stacey</b> to provide update via email.</li> </ul>
<b>Well replacement</b>	<ul style="list-style-type: none"> <li>• Well pump and motor replacement are pending warmer weather to complete work.</li> </ul>	
<b>Zimmer Contracting</b>	<ul style="list-style-type: none"> <li>• Pavillion fascia timing TBD</li> <li>• Dock staining timing TBD. Stain color to be finalized.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Craig</b> to plan with Zimmer.</li> <li>• <b>Sharon</b> to engage Beautification Committee on stain color.</li> </ul>

**Homeowner Specific Issues:**

Topic	2/19 Discussion/Updates/Decisions	Action Items
<b>18301 Dog Incident</b>	<ul style="list-style-type: none"> <li>• Final agreement of Consent Judgement finalized in Board meeting. Separate email action plan sent 2/19 for Compass action.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Stacey</b> to work with attorney to finalize legal agreement and monitor action items.</li> </ul>
<b>Open Work Orders</b>	<ul style="list-style-type: none"> <li>• 8 new work orders YTD. No specific discussions required.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Stacey</b> to provide monthly stats ongoing for Open, Closed and Aging Work orders.</li> </ul>

**Committee Updates (As available):**

Topic	2/19 Discussion/Updates/Decisions	Action Items
<b>Welcome</b>	<ul style="list-style-type: none"> <li>• Supplies submitted for invoice approval (closed)</li> </ul>	
<b>Social</b>	<ul style="list-style-type: none"> <li>• Summer schedule to be provided in next newsletter.</li> </ul>	
<b>Beautification</b>	<ul style="list-style-type: none"> <li>• See above Zimmer update.</li> </ul>	
<b>Compliance</b>	<ul style="list-style-type: none"> <li>• See above discussion.</li> </ul>	
<b>Lake</b>	<ul style="list-style-type: none"> <li>• Need a new PLM contract for 2026. No action til fall, 2025.</li> </ul>	